

# Data protection declaration

22 August 2023

## 1. Data protection at a glance

### General Information

The following provides a simple overview of what happens to your personal data when you visit this website. Personal data is any data by which you can be personally identified. For detailed information about data protection, please refer to our privacy policy listed below this text.

### Data collection on this website

#### Who is responsible for collecting data on this website?

The data processing on this website is carried out by the website operator. You can find the contact details of the website operator in the section „Information about the responsible party“ in this data protection declaration.

#### How do we collect your data?

On the one hand, your data is collected when you provide it to us. This can be, for example, data that you enter in a contact form.

Other data is collected automatically or after your consent when you visit the website by our IT systems. This is mainly technical data (e.g., Internet browser, operating system, or time of page view). The collection of this data takes place automatically as soon as you enter this website.

#### What do we use your data for?

Some of the data is collected to ensure error-free provision of the website. Other data may be used to analyse your user behaviour.

#### What rights do you have regarding your data?

You have the right at any time to receive information free of charge about the origin, recipient, and purpose of your stored personal data. You also have a right to request the correction or deletion of this data. If you have given your consent to data processing, you can revoke this consent at any time for the future. You also have the right to request the restriction of the processing of your personal data under certain circumstances. Furthermore, you have the right to lodge a complaint with the competent supervisory authority.

For this purpose, as well as for further questions about data protection, you can contact us at any time.

#### Analysis tools and tools from third-party providers

When visiting this website, your surfing behaviour may be statistically analysed. This is done primarily with so-called analysis programs.

Detailed information on these analysis programs can be found in the following data protection declaration.

## 2. Hosting

### Mittwald

We host our website at Mittwald. The provider is Mittwald CM Service GmbH & Co. KG, Königsberger Straße 4-6, 32339 Espelkamp (hereinafter Mittwald).

For details, please refer to Mittwald's privacy policy: <https://www.mittwald.de/datenschutz>.

The use of Mittwald is based on Art. 6 para. 1 lit. f GDPR. We have a legitimate interest in ensuring that our website is presented as reliably as possible. Insofar as a corresponding consent has been requested, the processing is carried out exclusively based on Art. 6 para. 1 lit. a GDPR and § 25 para. 1 TTDSG (DPLTT, Data Protection Law for Telecommunications & Telemedia), insofar as the consent includes the storage of cookies or access to information in the user's terminal device (e.g., device fingerprinting) as defined by the DPLTT. The consent can be revoked at any time.

### Server log files

The provider of the pages automatically collects and stores information in so-called server log files, which your browser automatically transmits to us. These are:

- browser type and browser version
- Operating system used
- referrer URL
- Host name of the accessing computer
- Time of the server request
- IP address

This anonymously collected data cannot be assigned to specific persons. This data is not merged with other data sources. We reserve the right to check this data retrospectively if we become aware of specific indications of unlawful use.

### Order processing

We have concluded an order processing agreement with the above-mentioned provider. This is a contract required by data protection law, which ensures that this provider only processes the personal data of our website visitors in accordance with our instructions and in compliance with the GDPR.

## 3. General information and mandatory information

### Data protection

The operators of these pages take the protection of your personal data very seriously. We treat your personal data confidentially and in accordance with the statutory data protection regulations and this data protection declaration.

When you use this website, various personal data are collected. Personal data is data with which you can be personally identified. This privacy policy explains what data we collect and what we use it for. It also explains how and for what purpose this is done.

We would like to point out that data transmission on the Internet (e.g., when communicating by e-mail) can have security gaps. Complete protection of data against access by third parties is not possible.

### Note on the responsible party

The responsible party for data processing on this website is:

True Sale International GmbH

Mainzer Landstrasse 61

60329 Frankfurt

Germany

Phone: +49 (0)69 2992-170

E-mail: [datenschutz@tsi-gmbh.de](mailto:datenschutz@tsi-gmbh.de)

The controller is the natural or legal person who alone or jointly with others determines the purposes and means of the processing of personal data (e.g., names, e-mail addresses or similar).

#### Storage period

Unless a more specific storage period has been specified within this data protection declaration, your personal data will remain with us until the purpose for the data processing no longer applies. If you assert a legitimate request for deletion or revoke your consent to data processing, your data will be deleted unless we have other legally permissible reasons for storing your personal data (e.g., retention periods under tax or commercial law); in the latter case, the data will be deleted once these reasons no longer apply.

#### General information on the legal basis for data processing on this website

If you have consented to data processing, we process your personal data based on Art. 6(1)(a) GDPR or Art. 9(2)(a) GDPR, if special categories of data are processed in accordance with Art. 9(1) GDPR. In the case of explicit consent to the transfer of personal data to third countries, the data processing is also based on Art. 49 (1) a GDPR. If you have consented to the storage of cookies or to the access to information in your terminal device (e.g., via device fingerprinting), the data processing is additionally carried out based on Section 25 (1) DPLTT. The consent can be revoked at any time. If your data is required for the performance of a contract or for the implementation of pre-contractual measures, we process your data based on Art. 6 para. 1 lit. b GDPR. Furthermore, if your data is required for the fulfilment of a legal obligation, we process it based on Art. 6 para. 1 lit. c GDPR. Furthermore, the data processing may be carried out based on our legitimate interest according to Art. 6 para. 1 lit. f GDPR. Information about the relevant legal basis in each individual case is provided in the following paragraphs of this privacy policy.

#### Note on data transfer to the USA and other third countries

Among other things, we use tools from companies based in the USA or other third countries that are not secure under data protection law. If these tools are active, your personal data may be transferred to these third countries and processed there. We would like to point out that no level of data protection comparable to that in the EU can be guaranteed in these countries. For example, US companies are obliged to hand over personal data to security authorities without you as a data subject being able to take legal action against this. It can therefore not be ruled out that US authorities (e.g., intelligence services) process, evaluate and permanently store your data located on US servers for monitoring purposes. We have no influence on these processing activities.

#### Revocation of your consent to data processing

Many data processing operations are only possible with your express consent. You can revoke consent you have already given at any time. The legality of the data processing carried out until the revocation remains unaffected by the revocation.

#### Right to object to data collection in special cases and to direct marketing (Art. 21 GDPR).

IF THE DATA PROCESSING IS CARRIED OUT ON THE BASIS OF ART. 6 ABS. 1 LIT. E OR F GDPR, YOU HAVE THE RIGHT TO OBJECT TO THE PROCESSING OF YOUR PERSONAL DATA AT ANY TIME FOR REASONS ARISING FROM YOUR PARTICULAR SITUATION; THIS ALSO APPLIES TO PROFILING BASED ON THESE PROVISIONS. THE RESPECTIVE LEGAL BASIS ON WHICH PROCESSING IS BASED

CAN BE FOUND IN THIS PRIVACY POLICY. IF YOU OBJECT, WE WILL NO LONGER PROCESS YOUR PERSONAL DATA CONCERNED UNLESS WE CAN DEMONSTRATE COMPELLING LEGITIMATE GROUNDS FOR THE PROCESSING WHICH OVERRIDE YOUR INTERESTS, RIGHTS AND FREEDOMS, OR THE PROCESSING IS FOR THE PURPOSE OF ASSERTING, EXERCISING OR DEFENDING LEGAL CLAIMS (OBJECTION UNDER ARTICLE 21(1) GDPR).

IF YOUR PERSONAL DATA ARE PROCESSED FOR THE PURPOSE OF DIRECT MARKETING, YOU HAVE THE RIGHT TO OBJECT AT ANY TIME TO THE PROCESSING OF PERSONAL DATA CONCERNING YOU FOR THE PURPOSE OF SUCH MARKETING; THIS ALSO APPLIES TO PROFILING INsofar AS IT IS RELATED TO SUCH DIRECT MARKETING. IF YOU OBJECT, YOUR PERSONAL DATA WILL SUBSEQUENTLY NO LONGER BE USED FOR THE PURPOSE OF DIRECT MARKETING (OBJECTION PURSUANT TO ARTICLE 21 (2) GDPR).

#### Right of appeal to the competent supervisory authority

In the event of violations of the GDPR, data subjects shall have a right of appeal to a supervisory authority, in the Member State of their habitual residence, their place of work or the place of the alleged violation. The right of appeal is without prejudice to other administrative or judicial remedies.

#### Right to data portability

You have the right to have data that we process automatically based on your consent or in performance of a contract handed over to you or to a third party in a common, machine-readable format. If you request the direct transfer of the data to another responsible party, this will only be done insofar as it is technically feasible.

#### Information, deletion, and correction

Within the framework of the applicable legal provisions, you have the right at any time to free information about your stored personal data, its origin and recipient and the purpose of data processing and, if necessary, a right to correction or deletion of this data. For this purpose, as well as for further questions about personal data, you can contact us at any time.

#### Right to restriction of processing

You have the right to request the restriction of the processing of your personal data. For this purpose, you can contact us at any time. The right to restriction of processing exists in the following cases:

- If you dispute the accuracy of your personal data stored by us, we usually need time to verify this. For the duration of the review, you have the right to request the restriction of the processing of your personal data.
- If the processing of your personal data happened/is happening unlawfully, you can request the restriction of data processing instead of deletion.
- If we no longer need your personal data, but you need it to exercise, defend or assert legal claims, you have the right to request restriction of the processing of your personal data instead of erasure.
- If you have lodged an objection pursuant to Art. 21 (1) GDPR, a balancing of your and our interests must be carried out. If it has not yet been determined whose interests prevail, you have the right to request the restriction of the processing of your personal data.

If you have restricted the processing of your personal data, this data – apart from its storage – may only be processed with your consent or for the assertion, exercise, or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of an important public interest of the European Union or a Member State.

#### SSL or TLS encryption

For security reasons and to protect the transmission of confidential content, such as orders or requests that you send to us as the site operator, this site uses SSL or TLS encryption. You can recognize an encrypted connection by the fact that the address line of the browser changes from „http://“ to „https://“ and by the lock symbol in your browser line.

If SSL or TLS encryption is activated, the data you transmit to us cannot be read by third parties.

#### 4. Data collection on this website

##### Cookies

Our internet pages use so-called „cookies“. Cookies are small text files and do not cause any damage to your terminal device. They are stored either temporarily for the duration of a session (session cookies) or permanently (permanent cookies) on your terminal device. Session cookies are automatically deleted at the end of your visit. Permanent cookies remain stored on your end device until you delete them yourself or until they are automatically deleted by your web browser.

In some cases, cookies from third-party companies may also be stored on your terminal device when you enter our site (third-party cookies). These enable us or you to use certain services of the third-party company (e.g., cookies for processing payment services).

Cookies have various functions. Many cookies are technically necessary, as certain website functions would not work without them (e.g., the shopping cart function or the display of videos). Other cookies are used to evaluate user behaviour or display advertising.

Cookies that are necessary to carry out the electronic communication process, to provide certain functions that you have requested (e.g., for the shopping cart function) or to optimize the website (e.g., cookies to measure the web audience) (necessary cookies) are stored based on Art. 6 (1) lit. f GDPR, unless another legal basis is specified. The website operator has a legitimate interest in storing necessary cookies for the technically error-free and optimized provision of its services. If consent to the storage of cookies and comparable recognition technologies has been requested, the processing is carried out exclusively based on this consent (Art. 6 para. 1 lit. a GDPR and § 25 para. 1 TTDSG); the consent can be revoked at any time.

You can set your browser so that you are informed about the setting of cookies and only allow cookies in individual cases, exclude the acceptance of cookies for certain cases or in general and activate the automatic deletion of cookies when closing the browser. If cookies are deactivated, the functionality of this website may be limited.

Insofar as cookies are used by third-party companies or for analysis purposes, we will inform you separately about this within the framework of this data protection declaration and, if necessary, request your consent.

##### Consent with Usercentrics

This website uses the consent technology of Usercentrics to obtain your consent to the storage of certain cookies on your terminal device or to the use of certain technologies and to document this consent in accordance with data protection law. The provider of this technology is Usercentrics GmbH, Sendlinger Straße 7, 80331 Munich, website: <https://usercentrics.com/de/> (hereinafter „Usercentrics“).

When you enter our website, the following personal data is transferred to Usercentrics:

- Your consent(s) or revocation of your consent(s).
- Information about your browser
- Information about your terminal device
- Time of your visit to the website

Furthermore, Usercentrics stores a cookie in your browser to be able to assign the consent(s) given or their revocation to you. The data collected in this way is stored until you request us to delete it, delete the Usercentrics cookie yourself or the purpose for storing the data no longer applies. Mandatory legal storage obligations remain unaffected.

Usercentrics is used to obtain the legally required consent for the use of certain technologies. The legal basis for this is Art. 6 para. 1 lit. c GDPR.

##### Order processing

We have concluded an order processing agreement (AVV) with the above-mentioned provider. This is a contract required by data protection law, which ensures that this provider only processes the personal data of our website visitors in accordance with our instructions and in compliance with the GDPR.

##### Contact form

If you send us inquiries via contact form, your data from the inquiry form, including the contact data you provided there, will be stored by us for the purpose of processing the inquiry and in case of follow-up questions. We do not pass on this data without your consent.

The processing of this data is based on Art. 6 (1) lit. b GDPR, if your request is related to the performance of a contract or is necessary for the implementation of pre-contractual measures. In all other cases, the processing is based on our legitimate interest in the effective processing of the requests addressed to us (Art. 6 (1) (f) GDPR) or on your consent (Art. 6 (1) (a) GDPR) if this has been requested; the consent can be revoked at any time.

The data you enter in the contact form will remain with us until you request us to delete it, revoke your consent to store it, or the purpose for storing the data no longer applies (e.g., after we have completed processing your request). Mandatory legal provisions – in particular retention periods – remain unaffected.

##### Inquiry by e-mail, telephone, or fax

If you contact us by e-mail, telephone or fax, your inquiry including all resulting personal data (name, inquiry) will be stored and processed by us for the purpose of processing your request. We do not pass on this data without your consent.

The processing of this data is based on Art. 6 (1) lit. b GDPR, if your request is related to the performance of a contract or is necessary for the implementation of pre-contractual measures. In all other cases, the processing is based on our legitimate interest in the effective processing of the requests sent to us (Art. 6 (1) (f) GDPR) or on your consent (Art. 6 (1) (a) GDPR) if this has been requested; the consent can be revoked at any time.

The data you send to us via contact requests will remain with us until you request us to delete it, revoke your consent to store it or the purpose for storing the data no longer applies (e.g., after your request has been processed). Mandatory legal provisions – in particular legal retention periods – remain unaffected.

##### Virtual Congress

In the context of the video recording, we temporarily collect image and sound data; if necessary, we require your e-mail address for registration. In addition, meeting metadata is collected: Topic, description (optional), participant IP addresses, device/hardware information.

Optional user information: first name, last name, phone, email address, company, position title, brief resume, photo, link to LinkedIn profile, password. To join an online meeting or enter the meeting room, you must at least provide information about your name.

The form data is transmitted via encrypted connections.

If there is no contractual relationship, the legal basis is Art. 6 para. 1 lit. f) GDPR. Again, our interest is in the effective conduct of online meetings.

#### Font Awesome

This site uses Font Awesome for the uniform display of fonts and symbols. The provider is Fonticons, Inc, 6 Porter Road Apartment 3R, Cambridge, Massachusetts, USA.

When you access a page, your browser loads the required fonts into its browser cache to display text, fonts and symbols correctly. For this purpose, the browser you use must connect to Font Awesome's servers. This enables Font Awesome to know that your IP address has been used to access this website. The use of Font Awesome is based on Art. 6 para. 1 lit. f GDPR. We have a legitimate interest in the uniform presentation of the typeface on our website. If a corresponding consent has been requested, the processing is carried out exclusively based on Art. 6 para. 1 lit. a GDPR and § 25 para. 1 TTDSG, insofar as the consent includes the storage of cookies or access to information in the user's terminal device (e.g., device fingerprinting) as defined by the TTDSG. The consent can be revoked at any time.

If your browser does not support Font Awesome, a default font will be used by your computer.

For more information about Font Awesome, please see and Font Awesome's privacy policy at: <https://fontawesome.com/privacy>.

#### jsDelivr

jsDelivr is a content delivery network (CDN) that delivers data to websites.

A CDN is a scalable storage solution that can be used to deliver static content. This means that the content is not loaded from the company's own website, but from external servers. Depending on the use case, there are various advantages associated with this, which lead to an improvement in the speed and availability of the required content.

Cloudflare offers a globally distributed content delivery network with DNS. This technically routes the transfer of information between your browser and our website through Cloudflare's network. This enables Cloudflare to analyse traffic between your browser and our website and serve as a filter between our servers and potentially malicious traffic from the Internet. In doing so, Cloudflare may also use cookies or other technologies to recognize Internet users, but these are used solely for the purpose described herein.

The use of Cloudflare is based on our legitimate interest in providing our website as error-free and secure as possible (Art. 6 para. 1 lit. f GDPR).

The data transfer to the USA is based on the standard contractual clauses of the EU Commission. Details can be found here: <https://www.cloudflare.com/privacypolicy/>.

You can find more information about security and data protection at Cloudflare here: <https://www.cloudflare.com/privacypolicy/>

#### Registration on this website

You can register on this website to use additional functions on the site. We use the data entered for this purpose only for the purpose of using the respective offer or service for which you have registered. The mandatory information requested during registration must be provided in full. Otherwise, we will reject the registration.

For important changes, for example in the scope of the offer or for technically necessary changes, we use the e-mail address provided during registration to inform you in this way.

The data entered during registration is processed for the purpose of implementing the user relationship established by registration and, if necessary, for initiating further contracts (Art. 6 para. 1 lit. b GDPR).

The data collected during registration will be stored by us for as long as you are registered on this website and will then be deleted. Legal retention periods remain unaffected.

#### 5. Analysis tools and advertising

##### etracker

This website uses the analysis service etracker. The provider is etracker GmbH, Erste Brunnenstrasse 1, 20459 Hamburg, Germany.

With etracker, we can analyse the behaviour of our website visitors. For this purpose, etracker collects, among other things, your shortened IP address, geographic information (maximum city level), log files and other information that your browser transmits to our web server when you visit the website. This allows us to measure website interactions such as dwell time, conversions (e.g., sign-ups, orders), scroll events, clicks, and page views of the website visitor. These interactions are attributed to the website visitor for the duration of the current day, so that they are recognized when they visit again. After the end of the day, visitor recognition is no longer possible.

Without your consent, no cookies are stored in your browser and no information is read from the memory of your terminal device. The cookie-free use of this analysis tool is based on Art. 6 (1) lit. f GDPR. The website operator has a legitimate interest in analysing user behaviour to optimize both its web offering and its advertising. The rights and fundamental freedoms of the data subjects are preserved. The IP address is anonymized as soon as possible during the analysis with etracker, and visitor recognition is possible for the duration of the current day at the most.

Insofar as a corresponding consent has been requested, the processing is carried out exclusively based on Art. 6 Para. 1 lit. a GDPR and § 25 Para. 1 DPLTT. The consent can be revoked at any time.

##### Order processing

We have concluded an order processing agreement (AVV) with the above-mentioned provider. This is a contract required by data protection law, which ensures that this provider only processes the personal data of our website visitors in accordance with our instructions and in compliance with the GDPR.

#### 6. Newsletter

TSI informs its existing customers and business partners at regular intervals by means of a newsletter about events and seminar offers of TSI. Such information is limited to the topics of the customers and business partners and refers exclusively to the areas of Structured and Asset Based Finance. Newly interested parties also can register for the newsletter free of charge via the TSI website or by e-mail. When registering via the Internet, the data from the contact form is transmitted to TSI; when registering via e-mail, the corresponding order e-mail is stored. In addition to this data, the date and time of registration are also collected. For the processing of the data, the consent of the interested party is obtained during the registration process and reference is made to TSI's privacy policy. Your data entered in this way will be used exclusively for this purpose and will neither be evaluated for other purposes nor passed on to third parties accordingly.

The consent to the storage of personal data, which the customer or interested party has given us for the newsletter dispatch, can be revoked at any time. To revoking the consent, there is a corresponding link in each newsletter. Furthermore, there is also the possibility to communicate this to the controller in another way (fax, letter, email).

#### 7. Joint Controllership between TSI and SVI

An agreement on joint responsibility for data processing has been concluded between STS Verification International GmbH („SVI“) and True Sale International GmbH („TSI“) in accordance with Section 26 of the GDPR, which specifies who fulfils which obligation under the Regulation (Joint Controller Agreement). This relates to the exercise of your rights and how the implementation of the information

obligations under Articles 13 and 14 GDPR is regulated. Notwithstanding the details of the agreement pursuant to the preceding paragraph, you may exercise your rights under this Regulation with and against each of the Controllers. The agreement may be consulted upon request to the controller.

The data you provide to us for the purpose of receiving the newsletter will be stored by us or the newsletter service provider until you unsubscribe from the newsletter and will be deleted from the newsletter distribution list after unsubscribing from the newsletter or after no longer serving any purpose. We reserve the right to delete or block e-mail addresses from our newsletter distribution list at our own discretion within the scope of our legitimate interest pursuant to Art. 6 (1) lit. f GDPR.

Data that has been stored by us for other purposes remains unaffected by this.

## 8. Plugins and tools

### YouTube

This website embeds videos from the website YouTube. The operator of the website is Google Ireland Limited („Google“), Gordon House, Barrow Street, Dublin 4, Ireland.

When you visit one of our websites on which YouTube is embedded, a connection to the YouTube servers is established. In doing so, the YouTube server is informed which of our pages you have visited.

Furthermore, YouTube may store various cookies on your terminal device or use comparable technologies for recognition (e.g., device fingerprinting). In this way, YouTube can obtain information about visitors to this website. This information is used, among other things, to collect video statistics, improve the user experience, and prevent fraud attempts.

If you are logged into your YouTube account, you allow YouTube to associate your browsing behaviour directly with your personal profile. You can prevent this by logging out of your YouTube account.

YouTube is used in the interest of an appealing presentation of our online offers. This represents a legitimate interest within the meaning of Art. 6 para. 1 lit. f GDPR. Insofar as a corresponding consent has been requested, the processing is carried out exclusively based on Art. 6 para. 1 lit. a GDPR and § 25 para. 1 TTDSG, insofar as the consent includes the storage of cookies or access to information in the user's terminal device (e.g., device fingerprinting) within the meaning of the TTDSG. The consent can be revoked at any time.

Further information on the handling of user data can be found in YouTube's privacy policy at: <https://policies.google.com/privacy?hl=de>.

### Vimeo

This website uses plugins of the video portal Vimeo. The provider is Vimeo Inc, 555 West 18th Street, New York, New York 10011, USA.

When you visit one of our pages equipped with a Vimeo video, a connection to the Vimeo servers is established. In the process, the Vimeo server is informed which of our pages you have visited. In addition, Vimeo obtains your IP address.

This also applies if you are not logged in to Vimeo or do not have an account with Vimeo. The information collected by Vimeo is transmitted to the Vimeo server in the USA.

If you are logged into your Vimeo account, you enable Vimeo to assign your surfing behaviour directly to your personal profile. You can prevent this by logging out of your Vimeo account.

To recognize website visitors, Vimeo uses cookies or comparable recognition technologies (e.g., device fingerprinting).

The use of Vimeo is in the interest of an appealing presentation of our online offers. This represents a legitimate interest within the meaning of Art. 6 para. 1 lit. f GDPR. Insofar as a corresponding consent has been requested, the processing is carried out exclusively based on Art. 6 para. 1 lit. a GDPR and § 25

para. 1 TTDSG, insofar as the consent includes the storage of cookies or access to information in the user's terminal device (e.g., device fingerprinting) within the meaning of the TTDSG. The consent can be revoked at any time.

The data transfer to the USA is based on the standard contractual clauses of the EU Commission and, according to Vimeo, on „legitimate business interests“. Details can be found here: <https://vimeo.com/privacy>.

Further information on the handling of user data can be found in Vimeo's privacy policy at: <https://vimeo.com/privacy>.

## 9. Processing of customer and contract data

We collect, process, and use personal customer and contract data for the purpose of establishing, defining the content of and amending our contractual relationships. We collect, process and use personal data about the use of this website (usage data) only to the extent necessary to enable the user to use the service or to bill the user. The legal basis for this is Art. 6 para. 1 lit. b GDPR.

The collected customer data will be deleted after completion of the order or termination of the business relationship and expiration of any existing legal retention periods. Legal retention periods remain unaffected.

## 10. Audio and video conferences

### Data processing

For communication with our customers, we use online conference tools, among others. The tools we use in detail are listed below. When you communicate with us via video or audio conferencing over the Internet, your personal data is collected and processed by us and the provider of the respective conferencing tool.

The conferencing tools thereby collect all data that you provide/enter to use the tools (email address and/or your phone number). Furthermore, the conference tools process the duration of the conference, start and end (time) of participation in the conference, number of participants and other „context information“ related to the communication process (metadata).

Furthermore, the provider of the tool processes all technical data required to handle the online communication. This includes IP addresses, MAC addresses, device IDs, device type, operating system type and version, client version, camera type, microphone or speaker, and the type of connection.

If content is exchanged, uploaded, or otherwise made available within the tool, this is also stored on the servers of the tool providers. Such content includes, but is not limited to, cloud recordings, chat/instant messages, voicemails uploaded photos and videos, files, whiteboards, and other information shared while using the Service.

Please note that we do not have full control over the data processing operations of the tools used. Our options are largely based on the company policy of the respective provider. For further information on data processing by the conference tools, please refer to the privacy statements of the respective tools used, which we have listed below this text.

### Purpose and legal basis

The conference tools are used to communicate with prospective or existing contractual partners or to offer certain services to our customers (Art. 6 para. 1 lit. b GDPR). Furthermore, the use of the tools serves the general simplification and acceleration of communication with us or our company (legitimate interest within the meaning of Art. 6 para. 1 lit. f GDPR). Insofar as consent has been requested, the tools in question are used based on this consent; consent can be revoked at any time with effect for the future.

### Storage period

The data collected directly by us via the video and conference tools will be deleted from our systems as soon as you request us to delete it, revoke your consent to

store it, or the purpose for storing the data no longer applies. Stored cookies remain on your terminal device until you delete them. Mandatory legal retention periods remain unaffected.

We have no influence on the storage period of your data, which is stored by the operators of the conference tools for their own purposes. For details, please contact the operators of the conference tools directly.

#### **Conference tools used**

We use the following conferencing tools:

##### **Microsoft Teams**

We use Microsoft Teams. The provider is Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA. For details on data processing, please refer to the Microsoft Teams privacy policy: <https://privacy.microsoft.com/de-de/privacystatement>.

##### **Order processing**

We have entered a contract on order processing with the above-mentioned provider. This is a contract required by data protection law, which ensures that this provider only processes the personal data of our website visitors in accordance with our instructions and in compliance with the GDPR.